**Dining Dollars Optional Fee – Student Financials**

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| **Steps** | **Descriptions** |
|  | Access the UHCL E-Services page at [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices).  Enter your UHCL network ID and password OR your 7-digit PeopleSoft ID and password. |
|  | From the **Student Home** page, click the **Finances** tile. |
|  | Once in Finances, the **Account Balance** page will be loaded by default. Click the **Optional Fees** tile on the left side menu. |
|  | The **Optional Fees** page is displayed. The **Dining Dollars optional fee** is available under the current open term. Click the appropriate term. |
|  | The **Dining Dollars optional fee** is displayed. Note that the initial value is **NONE** with Cost of ***$0.00***.  Click the  icon to see all valid values. |
|  | Select the desired **Dining Dollars amount** (ie. $1600.00) |
|  | The **Cost** changes from $0.00 to the selected desired amount (ie. $1600.00). Click the **Save** button. |
|  | The **Dining Dollars optional fee** is saved and added to your account. |